

State Foundation on Culture and the Arts  
Folk Arts Apprenticeship Award  
**APPLICATION FORM**

**DEADLINE:** March 15, 2002

Application must be **POSTMARKED** by this date

Please read this application form carefully before filling it out.

**QUESTIONS #3 THROUGH 19 MUST BE TYPEWRITTEN**

**CONTACT INFORMATION FOR MASTER ARTIST AND APPRENTICE**

**1) Name and Address of Master Artist**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ Island \_\_\_\_\_ Zip \_\_\_\_\_

Social Security #: \_\_\_\_\_

Telephone contact: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Tradition you wish to teach: \_\_\_\_\_

Date of birth: \_\_\_\_\_

**Optional Information:**

Ethnic/cultural background: \_\_\_\_\_

If you are selected to be a master artist in the Apprenticeship Program, we can refer your name to the D.O.E. Artists-in-the-Schools program. Please check here if you would like this service. ☐ ☐

**2) Name and Address of Apprentice**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ Island \_\_\_\_\_ Zip \_\_\_\_\_

Telephone contact: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Date of birth: (must be at least 16 years old) \_\_\_\_\_

**Optional Information:**

Ethnic/cultural background: \_\_\_\_\_

QUESTIONS FOR THE MASTER ARTIST (#3-8)

**NOTE: QUESTIONS #3 THROUGH 19 MUST BE TYPEWRITTEN.**

Handwritten answers will not be accepted. Attach additional sheets if necessary.

- 3) Please tell us how you learned the traditional art form you wish to teach.
- 4) How long have you been actively involved in this art form?
- 5) Please tell us about any community activities, performances, lectures, or teaching that you have been involved with. Please list any awards that support your recognition in the community as a master of the tradition you wish to teach.
- 6) Please explain why preserving this art form and your cultural heritage is important to you and why you wish to participate in this Apprenticeship.

- 7) Please explain why you would like to teach this Apprentice.

### **REPEAT FUNDING FOR MASTER ARTISTS**

*(If you are NOT a Master Artist seeking repeat funding, please skip this question and go to #17.)*

Master Artists may apply for funding for a maximum of three consecutive years. After three years of funding, a Master Artist should wait one year before applying again. Exceptions to this policy will be evaluated on a case-by-case basis.

- 8) If you are a Master Artist re-applying for SFCA funding, please check the box that describes your situation and answer the question below it.

#### **SAME MASTER WITH A DIFFERENT APPRENTICE**

Please Circle Years Funded:

1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1999, 2000, 2001.

If you are a Master Artist who has received SFCA funding before and wish to work with a different Apprentice, please explain why you would like to continue teaching.

#### **SAME MASTER WITH THE SAME APPRENTICE**

Please Circle Years Funded:

1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1999, 2000, 2001.

If you are a Master Artist who has been funded before and wish to continue teaching the same Apprentice, please explain how an additional year of funding will benefit you and your Apprentice.

**QUESTIONS FOR THE APPRENTICE (#9-#16)**

**NOTE: QUESTIONS #3 THROUGH 19 MUST BE TYPEWRITTEN.**

**Handwritten answers will not be accepted. Attach additional sheets if necessary.**

9) Please tell us how you first became interested in the tradition you would like to study.

10) How long have you been actively involved in this tradition?

11) Please describe your current skill level.

12) Please explain why you wish to participate in this Apprenticeship Award.

13) Please explain why you wish to work with this particular Master Artist.

14) Please explain how you plan to preserve this tradition and share it with others after your Apprenticeship Award is completed.

15) If you are directly related to the Master Artist, please tell us in what way.

If you are related, please explain why SFCA funds are necessary or helpful to your being able to study this traditional art form.

**REPEAT FUNDING FOR APPRENTICES**

*If you are NOT an Apprentice seeking repeat funding, please skip this questions and go to #17.*

- 16) If you are an Apprentice re-applying for SFCA funding, please check the box that describes your situation and answer the question below it.

**SAME APPRENTICE WITH THE SAME MASTER ARTIST.**

Apprentices may apply to work with the same Master Artist for a maximum of three consecutive years. After three years of funding with the same Master Artist, an Apprentice should wait one year before applying again.

Please Circle Years Funded:

1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1999, 2000, 2001.

Please explain how an additional year of funding will benefit you and your long-term goals.

**SAME APPRENTICE WITH A DIFFERENT MASTER ARTIST**

Apprentices who reapply for SFCA funding to study with a different Master Artist must wait one year following the first year of funding before being eligible to apply again. Exceptions to these policies will be evaluated on a case-by-case basis.

Please Circle Years Funded:

1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1999, 2000, 2001.

Please explain how this funding will benefit you and your long-term goals.

**QUESTIONS THE MASTER ARTIST AND APPRENTICE SHOULD  
ANSWER TOGETHER (#17-#23)**

**NOTE: QUESTIONS #3 THROUGH 19 MUST BE TYPEWRITTEN.**  
Handwritten answers will not be accepted. Attach additional sheets if necessary.

***DESCRIPTION OF PROPOSED APPRENTICESHIP***

- 17) Please tell us what you plan to cover during the proposed Apprenticeship. Include the various skills, techniques, processes, materials, etc. you plan to work on. Please be as specific as possible. If the space below is not enough, please include more information on another sheet of paper and attach it to this application.
- 18) Please tell us what SKILL LEVEL the Apprentice is expected to achieve during the Apprenticeship. What are the GOALS, COMPLETED FORMS, OR ACHIEVEMENTS for the Apprentice?

- 19) Please tell us what type of community presentation you would like to do as part of the requirement for the Award.

## ***SCHEDULE OF PROPOSED APPRENTICESHIP***

An Apprenticeship is a period of intensive study that should involve a minimum of 80-130 hours of contact time over a 6-7 month period. The length of time of the Apprenticeship may vary with the needs of the applicants and/or complexity of the traditional art form to be taught.

- 20) Please give us an estimate of your proposed schedule.

Proposed Starting Date of Apprenticeship: \_\_\_\_\_ (No earlier than May 20, 2002)

Proposed Ending Date of Apprenticeship: \_\_\_\_\_ (No later than December 10, 2002)

Total Number of Months: \_\_\_\_\_

Meeting Schedule:	_____	# Months
X	_____	# Meetings per month
=	_____	Total Number of Meetings
		(Use this figure to calculate your mileage in #21-C)
X	_____	Hours per meeting
=	_____	Total Number of Hours for Proposed Apprenticeship
		(Use this figure to calculate Master Artist Fees in #21-A)

## ***BUDGET FOR PROPOSED APPRENTICESHIP***

The budget for the Apprenticeship Award can be up to \$4,000. Under most circumstances, at least 60% of the total amount of funds requested should be to compensate the Master Artist for his or her time to teach (for example \$2,400 on an award of \$4,000). In general, no more than 40% of the total amount of the Award may be used to cover essential supplies, tools, and travel costs for the Apprentice or Master Artist.

**MASTER ARTIST FEES:** This is the amount to be paid to the Master Artist. Please use the total number of hours from Question #20 (above) and multiply by \$30/hour in order to calculate this amount.

**SUPPLIES:** If it is necessary to purchase supplies or materials for the Apprenticeship, please list them and their estimated costs. It is preferred that the materials be consumable supplies such as dyes, fabrics, leather, guitar strings, audio cassette tapes, wood, etc. If tools are needed for the Apprentice to work with, these can be included in the budget and will remain with the Apprentice at the conclusion of the project.

**AUTOMOBILE MILEAGE:** If the Apprentice or Master Artist will need to travel by car to the place of teaching or to gather supplies, please estimate the mileage based on the number of meetings held. Please use the figure of 30 cents per mile for these calculations.



## 21) Please complete the following BUDGET summary:

## A. Master Artist Fees:

\_\_\_\_\_ hours x \$30 per hour (includes General Excise Tax) = \$ \_\_\_\_\_ (A)

## B. Supplies:

Master Artist and Apprentice, please itemize expected supply costs here:

Master Artist Item/s	Cost	Apprentice Item/s	Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Master Artist Total \$ \_\_\_\_\_ Apprentice Total \$ \_\_\_\_\_

TOTAL Master Artist Supplies and Apprentice Supplies: ..... \$ \_\_\_\_\_ (B)

## C. Automobile Mileage: (NOT FOR AIRPLANE TRAVEL)

Please compute your expected automobile mileage here:

Round Trip From: \_\_\_\_\_ To: \_\_\_\_\_

# of Miles per round trip: \_\_\_\_\_ X # of Meetings \_\_\_\_\_ = Total # of Miles \_\_\_\_\_

Total # of Miles \_\_\_\_\_ X \$0.30 per mile = \$ \_\_\_\_\_ (C)

## D. Airline Costs: (SKIP TO ITEM E. IF NOT TRAVELING BETWEEN ISLANDS)

Please compute any expected airline costs here:

Round Trip From: \_\_\_\_\_ To: \_\_\_\_\_

Total # of Round Trips \_\_\_\_\_ X Cost per Round Trip \$ \_\_\_\_\_ = \$ \_\_\_\_\_ (D)

## E. Other Expenses (Please Itemize): ..... \$ \_\_\_\_\_ (E)

\_\_\_\_\_

\_\_\_\_\_

## F. Total Amount Requested: ..... \$ \_\_\_\_\_ (F)

**PLEASE CHECK YOUR FIGURES CAREFULLY!**

The Total Amount Requested (F) should be:

A) Master Artist Fees + B) Supplies + C) Mileage +

D) Airline Costs + E) Other

## SUPPORT MATERIALS

In order to determine the level of mastery of the Master Artist and the readiness of the proposed Apprentice, the Folk Arts Apprenticeship Review Panel needs to review examples of the work of BOTH the Master Artist and Apprentice. Examples can be in the form of photographs, slides, audio cassette tapes, or videotapes.

- If your tradition is a **CRAFT** please include **PHOTOGRAPHS, SLIDES, OR A VIDEOTAPE** of your work.
- If your tradition is a **PERFORMING ART**, such as music or dance, please include an **AUDIO CASSETTE TAPE OR VIDEOTAPE** of your work.
- Please include at least **ONE LETTER OF SUPPORT FOR THE MASTER ARTIST AND ONE LETTER OF SUPPORT FOR THE APPRENTICE**. The letters should be written by someone who can speak to the qualifications and community involvement of the Master Artist or Apprentice.

\* Photographs should be mounted on photo album pages and identified with a caption or labels.

\* Color slides should be submitted in a slide sheet with no more than 20 slides per Master Artist and Apprentice.

\* Audio cassettes should include one musical selection of approximately 3-10 minutes for the Master Artist and another for the Apprentice. Please identify the performance of the Master Artist and of the Apprentice with a brief announcement.

\* Videotapes should include a 3-10 minute performance of the Master Artist and of the Apprentice. If more than one individual is featured in the videotape, please provide a sheet explaining how to identify the Master Artist or Apprentice. Please cue up the videotape to the section to be viewed by the panel.

22) Please circle the category of materials which are included in this application.

MASTER ARTIST:    Photographs    Color Slides    Audiotapes  
                             Videotapes    Support Letters

APPRENTICE:        Photographs    Color Slides    Audiotapes  
                             Videotapes    Support Letters

Other: (please specify) \_\_\_\_\_

Please LABEL all items submitted with the correct name and address.

**23) Signature of Master Artist and Apprentice:****■ MASTER ARTIST:**

I certify that I am willing to teach \_\_\_\_\_ as an  
Name of Apprentice

Apprentice according to the plans outlined in this application form.

\_\_\_\_\_  
Signature of Master Artist

\_\_\_\_\_  
Date

**■ APPRENTICE:**

I certify that I wish to study with \_\_\_\_\_ as a  
Name of Master Artist

Master according to the plans outlined in this application form.

\_\_\_\_\_  
Signature of Apprentice

\_\_\_\_\_  
Date

**If Apprentice is under 21 years of age, we ask that a parent or guardian also sign this application form.**

I agree to provide necessary assistance to the above-named Apprentice in his or her efforts to carry out the proposed Apprenticeship as outlined in this application.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

**CHECKLIST**

- ☐ Have you filled out Questions # 1-23 of the Application Form? Are questions #3-19 typewritten or computer printed?
- ☐ Have you double-checked the figures in your budget?
- ☐ Have you included supporting materials for both Master Artist and Apprentice? Are they labeled with the correct name and address?
- ☐ Have both Master Artist and Apprentice signed the Application Form?
- ☐ If the Apprentice is under 21 years of age, has a parent or guardian signed the Application Form?

**CLOSING NOTE**

Thank you very much for the time you have invested in applying for an SFCA Folk Arts Apprenticeship Award. The SFCA appreciates all the applications we receive. Funding of Folk Arts Apprenticeship Awards is limited and made on a competitive basis. Though we receive many excellent applications, each year we are able to fund only a limited number of Apprenticeship Awards. If you have any questions about the program or this application form, please contact the SFCA Folk Arts Coordinator at 586-0306.

Funding for SFCA Folk Arts Apprenticeship Awards is provided by the State Foundation on Culture and the Arts and the National Endowment for the Arts, a federal agency.